16 December 1968

MEMORANDUM FOR: Director of Communications
                 Director of Security
                 Director of Logistics
                 Director of Personnel
                 Director of Finance
                 Director of Medical Services
                 Director of Training

SUBJECT   : ADP MIS Semiannual Reports

REFERENCE   : Bureau of the Budget Circular No. A-83

1. The schedule of Reports in the ADP MIS Manual requires that the Computer Utilization (input format D) and the 18 month projection of EDPE Gains Reports be submitted showing utilization through 31 December 1968. The requirement for EDPE loss reports was eliminated in the revision to the Manual last March.

2. While the above reports should apply to Unit 0402 only, ADP Office Managers should be reminded that current updating of records on the installation and release of equipment is an ongoing requirement in the ADP MIS.

3. Machine print outs, including the On Hand Inventory as of 31 December, reflecting current budgetary information are to be furnished to the Bureau of the Budget in compliance with reference.

4. Office contributions (input formats in duplicate) should reach my office by 10 January 1969 for processing and forwarding to the IPS, O/PPB.

Chief, Support Services Staff

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